

If this document contains any restriction based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability, medical condition, genetic information, national origin, source of income as defined in subdivision (p) of Section 12955, or ancestry, that restriction violates state and federal fair housing laws and is void, and may be removed pursuant to Section 12956.2 of the Government Code. Lawful restrictions under state and federal law on the age of occupants in senior housing or housing for older persons shall not be construed as restrictions based on familial status.

**JEFFERSON SQUARE HOMEOWNERS ASSOCIATION
POOL RULES**

Adopted by the Board: July 6, 2010

Effective Date: July 6, 2010

1. **NO LIFEGUARD ON DUTY** – All persons using the pool do so at their own risk.
2. Pool area is to be used by Residents of Jefferson Square and their guest only. An adult Resident must accompany children (under the age of 14) at all times.
3. The pool hours are seven (7) days a week:
9:00 a.m. – 10:00 p.m. Sunday through Thursday
9:00 a.m. – 10:00 p.m. Friday, Saturday and Holidays
4. Please be quiet and courteous to your neighbors. No loud noise while in the pool.
5. Residents must remain with your guests at all times when they are in the Pool. You are solely responsible for your guests.
6. Keys distributed to non-residents and repeated breaking of these rules by you or your guests will result in loss of pool privileges and/or fines.
7. Lifesaving equipment is not to be used for play. Water games, running and unnecessary noise are not permitted.
8. No food or drink allowed in the pool. No glass or glassware allowed in the pool area.
9. The pool area is for the quiet enjoyment of the Residents of Jefferson Square. Any other use such as parties, meals, meetings, etc. must receive prior approval of the Board of Directors.
10. Bathing suits only are required at all times while in the pool. Persons with long hair must wear bathing caps. Children still in diapers must wear protective swim pants; this is a City Health Code mandate.
11. No pets allowed in the pool area (except certified service animals).
12. Help keep the pool area clean.
13. Please make sure the pool gate is closed and locked when exiting the pool area.
14. The Jefferson Square HOA is not responsible for lost, stolen or damaged items.
15. If someone has an accident, please call 911 and then report the incident to Archway, The Management Company 408-866-4537.

All questions and concerns about the Pool Rules should be sent in writing to:

Archway, The Management Company

P.O. Box 320819

Los Gatos, CA 95032

Please make sure you include your name, unit number and contact number, along with the details of the infraction.

Jefferson Square Homeowners Association

RENTAL POLICY

Adopted by the Board: April 25, 2016

PURPOSE OF THIS POLICY:

The purpose of the Rental Policy is to set forth general rules for the Homeowners of Jefferson Square to rent their units. This policy follows the CC&R's Article VII, Section 7.8 Right to Lease. Failure to comply with this Rental Policy will result in a hearing with the Board and monetary fine(s). Please refer to Section 7.8 Right to Lease (D) "Any violation of the Association's governing documents shall be a breach of the lease or rental agreement, allowing termination thereof by Owner or Board.

Guidelines:

- Owners will be deemed ineligible to be added to the rental list if they are more than two (2) months in arrears with their HOA dues.
- Owners that are currently on the rental list and are two (2) months in arrears will be removed from the rental list. Other Homeowners in good standing will be given priority to be added to the rental list.
- Owners, who fail to provide a current rental agreement, as per the CC&R's, will be subject to a hearing, monetary fine(s) and loss of rental rights.
- When two (2) requests to rent a unit are received by Management at the same time, the Homeowner that has held ownership in the property the longest at Jefferson Square will be added to the rental list.

Waiting List for Rental Units:

1. Once the number of rental units falls below the 30% threshold the HOA management firm will notify the Homeowner at the top of the waiting list within 30 days.
2. The Homeowner has 30 days to respond to the HOA management firm as to whether they plan to rent their unit or not.
3. The Homeowner has four options:
 - a. Reply that they will rent out their unit. Once they reply 'yes', the HOA management firm will inform them they are required to rent their unit out within 60 days. If they do not rent it in 60 days the Homeowner must request an extension from the Board or they will move to the end of the rental waiting list and lose their top place on the list. The Board has discretion whether to grant the extension, and if so, for how long.
 - b. Respond that they do not wish to rent their unit at this time, but would like to remain on the rental list. At which point they will be moved to the bottom of the list.
 - c. Respond that they no longer wish to rent their unit and then the HOA Management firm will remove them from the list.
 - d. If the HOA management firm receives no response within 30 days then the Homeowner will be removed from the list, unless the HOA management firm was notified previously from the homeowner that they will be out of contact for an extended period of time.
4. If any Homeowner falls out of good standing then they will be removed from the waiting list.
5. If a Homeowner is approved to rent, then the rental approval will remain with that Homeowner until they notify the Board that they no longer plan to rent their unit, the unit is sold or they fall out of good standing.

JEFFERSON SQUARE HOMEOWNERS ASSOCIATION

PARKING POLICY

Adopted by the Board: July 6, 2010

Effective Date: July 6, 2010

PURPOSE OF THIS POLICY:

The purpose of the Parking Policy is to set forth general rules for Jefferson Square Resident parking. Additional parking area restrictions and regulations can be reviewed in the CC&R's in Article II, Section 2.3 Parking and the California Vehicle Code, Article I, Authority to Remove Vehicles. Failure to comply with this Parking Policy will result in a fine(s) and/or towing to the OWNER.

Guidelines:

- NO PARKING on the private driveway (the internal private driveway at Jefferson Square) at any time; the street is a fire lane. Parked vehicles are subject to be towed at the Owner's expense.
- No unlicensed vehicles shall be operated on the property.
- The following are not permitted in the Jefferson Square parking lot other than on a temporary basis: trailer, camper, mobile home, house car, commercial vehicle*, truck (other than a standard size pickup truck or standard size van), boat or an inoperable vehicle.
 - *NOTE: Commercial vehicles do not include sedans or standard size vans and pickup trucks which are used both for personal and business as long as any commercial signs or markings are unobtrusive and inoffensive as determined by the Board of Directors.
- OWNERS are responsible for ensuring their guests, tenants and tenants' guests conform to the Jefferson Square Parking Policy.
- Vehicles stored in any common area parking space for longer than 5 days may be towed; vehicles parked in an assigned space where the space holder advises that said vehicle is not theirs may be immediately towed. An exception is that a vehicle which is attended or is associated with an activity such as unloading will not be towed. The towing company is given clear instructions to pass by such vehicles, and particularly to pass by vehicles whose flashers are on. Vehicles will be towed at Owner's expense. If possible, prior to removal of the vehicle, a photograph will be taken as evidence.
- The Jefferson Square HOA is not responsible for damage or theft to any vehicles parked in the assigned parking spaces or common area parking spaces.

JEFFERSON SQUARE HOMEOWNERS ASSOCIATION

RESERVED PARKING SPACE POLICY

Adopted by the Board: March 29, 2011

Effective Date: March 29, 2011

PURPOSE OF THIS POLICY:

The purpose of the Parking Policy is to set forth general rules for Jefferson Square Reserved Parking Space Policy. This policy follows the California Vehicle Code, Article I: Authority to Remove Vehicles. Failure to comply with the Reserve Parking Space Policy will result in a fine(s) and/or towing of the illegally parked vehicle.

Guidelines:

- OWNERS are responsible for ensuring their guests, tenants and tenants' guest conform to the Jefferson Square Homeowners Association Reserved Parking Space Policy.
- Reserved parking spaces are assigned to specific units for their exclusive use, and each monthly rented reserved parking space has towing privileges.
- Reserved parking spaces may be rescinded by the Board, if Owner's become delinquent in their HOA financial obligations.
- The Association will not be responsible for any damage to person or property arising out of the reserved parking rental. Articles left in vehicles will be at the vehicle owner's risk. The Association is not responsible for loss or damage to any vehicle or its contents by fire, vandalism, theft or other cause. The Association does not assume any obligation for security of the parking area from criminal activities.

Please contact Archway, The Management Company at 408-866-4537, fax to 408-866-4619, email to Jeffersonsquare@archwaytmc.com or mail to P.O. Box 320819, Los Gatos, CA 95032 if you would like to place your name on the waiting list for a reserved parking space.

I HAVE READ AND I AGREE TO THE GUIDELINES IN ORDER TO RENT AND RETAIN MY RESERVE PARKING SPACE.
I AGREE TO PAY \$20.00 A MONTH UNTIL I CANCEL MY OPTION TO RENT THE RESERVE PARKING SPACE.

Signature

Address

Reserved Parking Space Number: _____

JEFFERSON SQUARE HOA

ARCHITECTURAL VARIANCE REQUEST FORM

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Description of work proposed: (Attach any drawings, photos, etc.)

Who will perform the work? (Include qualifications)

ARCHITECTURAL VARIANCE REQUEST FORM

1. Applicant agrees and understands that submission of this form alone does not fulfill all requirements for approval. Committee and/or Board may require additional information in order to make a decision. Until all information has been received, the application stands disapproved.
2. Applicant understands that if the Committee requires modifications to plans, that special conditions may be placed on the completion of work.
3. Applicant understands that failure to receive City approval where necessary, and/or committee approval, constitutes automatic authorization by the applicant to the Association to have the work brought into conformance with the approved plans, specifications, and special requirements at the complete expense of the applicant/homeowner.

Submissions Checklist

Complete and submit this form to the Manager. The Manager will submit this form to the Architectural Control Committee who will then review your request and notify you of its decision. Additionally submit those items as required in the attached Architectural Modifications Procedures Policies. The submission is not considered complete or submitted to the Committee until all items outlined in this application and/or the Architectural Modifications Procedure has been provided to the Committee.

Your project may, at the discretion of the Committee, be inspected at its conclusion. Direct replacement of carpet or vinyl flooring does not require a "Request for Architectural Variance" form or Architectural Control Committee approval.

ARCHITECTURAL VARIANCE REQUEST FORM

Project Checklist

Pre-Project:

- ✓ Please notify your neighbors, two units deep in all directions, if applicable, of the dates and times of your construction project. Just a simple note on their door will suffice. Provide this same notice to the Manager. Notice of this nature should be given one (1) week in advance of the start of the work. At the same time, Owner must advise Manager of the contractor's name, business address, and telephone number in the event of an emergency.
- ✓ Notify your vendor that concussive or vibration inducing hand or power tools may only be operated between 9:00am and 6:00pm daily.

Project Day:

- ✓ We recommend that you are present during all phases of your construction project. You will be charged for any damage to the building or any extra cleaning that may be necessary, and has been identified or attributed to your vendor.

Flooring Specific Items:

- ✓ Your Architectural Control Committee must approve all flooring changes, other than direct replacement of carpet, vinyl, tile or stone.
- ✓ Make sure your vendor knows that carpet or vinyl cutting **MAY NOT OCCUR** in any common area. Cutting may occur in your home, parking space(s) or if by prior arrangement with Manager. All construction debris from the Contractor must be removed every day.

Applicants Signature: _____

Date: _____

Committee's Application Reviewer: _____

Recommended to Board:

Approved: _____

Denied: _____

Would reconsider if following items were submitted:

Date: _____

Board of Directors reviewed on: _____

Approved: _____

Denied: _____

Submit to the Association by Fax or Mail to:

Jefferson Square HOA

C/O Archway, The Management Company
P.O. Box 320819
Los Gatos, CA 95032
408-866-4537 - office
408-866-4619 - fax